

Allan Rubio

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United States

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Summary/Work Experience

Dedicated and results-oriented professional with a strong work ethic, bilingual proficiency, and a proven track record in the customer service industry. Known for being dependable, adaptable, and quick to grasp new concepts. Eager to contribute my skills and motivation to enhance company success. Ambitious and committed to launching a successful career.

Current Employer :

Property Maintenance /Barnes LLC Roadside Service

Previous Employers :

Archies Aloha Pest Management (2020-2022)

- Repairs

Ants Tractor Mowing (2019-2020)

- Property Maintenance

MINDBODY (2017- 7/2018)

- *Foreign Language Tech Support*
Focused on handling customer inquiries by gathering information to identify the nature of the problem and troubleshoot basic technical product-related issues.

Self Employed - (2016-2017)

- *Lyft Driver*
- *Independent Contractor* for PolyMove (Moving company)
- *Photography* - Event/Portrait/lifestyle
- *Marketing* for Collective Efforts

Solar City (2015-2016)

- *Field Energy Specialist*
-Engaged customers regarding SolarCity's clean energy solutions, including installation and inspection processes, saving and benefits etc

Twin Cities Community Hospital (2011-2014)

- *ER Admitting Rep & Materials Management Clerk*
-Determined patient's' needs and assisted them with appointment registration, scheduling, insurance verification, explanation of hospital policies, and all routine patient inquiries
-Maintained records of quantity, cost, and type of material received, stocked, and issued, and prepared material requisitions

Education

- Cuesta College (2010-2012)
- Paso Robles High School (2006-2010) – Class of 2010

Skills/Highlights

- Bilingual (English and Spanish)
- Tech Savvy
- Team Player
- Fast Learner